



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	MG: Information Technology
POSITION NUMBER:	00052823
LOCATION:	IT ADMINISTRATION
POSTING DATE:	SEPTEMBER 22, 2014
APPLICATION DEADLINE:	OPEN UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	18
ENTRY SALARY:	\$3, 940.02/MONTH

DESCRIPTION OF DUTIES:

- Work with customers to determine requirements and application scope
- Develop websites and client server applications using Microsoft Technologies. This includes architecture, requirement analysis, system design, prototyping, process modeling, system and data modeling, database design, development, implementation, testing and maintenance
- Team Lead Experience
- Design and Develop Client Server applications (MS SQL server 2008-2012) and Web Applications (C#, Web forms, WCF and ASMX web services, JavaScript, JQuery, IIS 6/7.5, HTML, CSS, ADO.NET, Entity Framework, XML, XSL, JSON, MVC)
- Database programming and design skills (Databases SQL Server 2008-2012) , and MS Access 2010+, SQL Procedural Languages T-SQL
- SQL Server Administration skills a plus
- Experience writing reports using SQL Reporting Service (SSRS)
- Experience designing the migration of an existing applications to a .NET-based solution
- Configuring and setting up the staging and production web servers
- Experience creating software design specification documents
- Defines and prioritizes IT project requirements
 1. Recommends appropriate programming changes and works with vendor to modify system as needed.
 2. Recommends appropriate changes to management for new or improved procedures and/or technologies.
 3. Participates in evaluating any proposed changes to internal procedures when necessary.
- Develops time and cost estimates, project plans and budget
 1. Coordinates conversion of data to make it compatible to LIMS.
 2. Maintains user profiles and file access.
 3. Administers security on the LAN. Monitors performance of LAN.
 4. Establishes troubleshooting procedures describing method of resolution guidelines for adjusting network settings, escalation steps and documentation requirements.
- Establishes IT polity and participates in the coordination of systems administration and network administration
 1. Follows applicable policy and procedure in hiring, evaluating, managing and discharging subordinates.
 2. Evaluates employees at scheduled intervals. Obtains and considers all relevant information in evaluating employees.
 3. Approves/disapproves employees' request for leave as appropriate.
 4. Evaluates employees' need for training and development. Recommends appropriate resources and approves employees' participation in training and development courses.
- Monitors the staffs' installation, maintenance and support of IT products/services.
- Oversees the development and implementation of IT projects and initiatives
- Schedules downtime and preventive maintenance activities required to keep all equipment in good operating condition
- Serves as a link between vendors and IT staff by providing information and guidance in acquiring relevant products and services
- Works with other IT managers, staff and vendors as needed, in order to provide timely and efficient IT coordination in providing services to meet customers' requests

MINIMUM QUALIFICATIONS:

Bachelor's degree in a related field and two years of directly related supervisory/management experience

OR

Four years of directly related supervisory/management experience

NOTE: If you are applying for this position based on the college credit, then you will need to submit a copy of your official college transcript with your application/resume to the Georgia Department of Agriculture, Personnel Office, 19 Martin Luther King, Jr. Drive, Room 300, Agriculture Building, Atlanta, Georgia 30334 to help us determine if you meet the qualifications for this position. Failure to submit a transcript will result in not being eligible for this specific position.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Computer skills including knowledge and experience with Microsoft Windows is desirable
- Project management skills
- Skill in developing teamwork
- Ability to prioritize and direct the work of others
- Ability to effectively establish deadlines

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW. NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

**AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**